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AN ORDINANCE TO AMEND CHAPTER TWO, ARTICLE IV, SECTION 194; ARTICLE V, SECTION 2-228; ARTICLE VI, DIVISION 2, SECTIONS 2-321, 2-322, 2-370, 2-371, 2-372, 2-373, 2-374, 2-375 OF THE CODE OF ORDINANCES OF THE CITY OF ATLANTA SO AS **EFFECTUATE** REORGANIZATION OF THE **CITY ATLANTA** OF DEPARTMENT OF FINANCE; TO REPEAL CONFLICTING ORDINANCES; AND **FOR** OTHER PURPOSES.

WHEREAS, Janice D. Davis was appointed as the new Chief Financial Officer in August 2004; and

WHEREAS, as a result of her considerable expertise, the Chief Financial Officer brings substantial proficiency into modern municipal financial management to the City; and

WHEREAS, the Chief Financial Officer has evaluated the current organization of the Department of Finance and has determined that it should be realigned for maximum efficiency and accountability, and to enhance customer service; and

WHEREAS, certain functions now housed in the Department of Finance are more appropriate for transfer to the Department of Human Resources; and

WHEREAS, certain functions housed in General Services are more appropriate for transfer to the Department of Finance; and

WHEREAS, the Mayor concurs with the reorganization; and

WHEREAS, pursuant to Section 3-302 of the Charter, the Mayor is empowered to initiate, direct, and implement the reorganization of any department by submitting said reorganization plan to the City Council in the form of an ordinance.

THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA HEREBY ORDAINS AS FOLLOWS:

SECTION ONE: That Chapter Two, Article VI, Division 2, Sections 2-321, 2-322, 2-370, 2-371, 2-372, 2-373, 2-374, 2-375 be amended by deleting the existing language in its entirety and substituting the following in lieu thereof:

### Section 2-321. Designation of ex officio marshal and treasurer; deputizing employees as deputy marshals, revenue collectors and license inspectors.

- (a) The chief financial officer shall appoint a designee in the department of finance as ex officio marshal and treasurer. Subject to the approval of the mayor, the chief financial officer may provide for the periodic rotation of staff to serve in this position.
- (b) The chief financial officer is authorized to deputize any other employees in the department of finance as deputy marshals, revenue collectors and license inspectors.

### Section 2-322. Oath of employee serving as ex officio marshal, deputy treasurer.

The employee or employees in the department of finance serving as ex officio marshal and deputy treasurer shall take and subscribe to an oath to uphold all the laws of the state and faithfully to perform the duties of office in addition to the oath required of public officials by the laws of the state. Such official shall have authority to make investigations, serve warrants and make arrests in the performance of these duties.

### Section 2-370. Divisions in the department of finance.

The department of finance shall be responsible to the mayor and to the council, and shall consist of the following divisions:

- (1) Office of the controller;
- (2) Office of budget and fiscal policy;
- (3) Office of the treasurer;
- (4) Office of municipal finance; and
- (5) Office of revenues.

### Section 2-371. Office of the controller.

- (a) In addition to the general qualifications set out in section 2-221, the controller shall have the following qualifications:
  - (1) Graduation from an accredited college or university with a baccalaureate degree in accounting or a closely related field; and

- (2) A license to engage in practice as a certified public accountant in the State of Georgia; and
- (3) At least ten years of accounting and leadership experience with employment as a corporate or division controller; a chief financial officer; a director of internal auditing; or a reasonable equivalent thereof; or
- (4) Any equivalent combination of the qualifications set forth in subsections (1) through (3) of this section.
- (b) The functions and duties of the office of the controller shall include but not be limited to: Financial reporting and compliance to include financial statements reporting, coordination of external audits, coordination of department of finance responses to compliance issues, and development of financial policy and procedures; accounting services to include accounts payable, general ledger, payroll pension accounting, and pension administration; grant accounting; and, records management, to include physical maintenance of records for City departments.

### Section 2-372. Office of budget and fiscal policy.

- (a) In addition to the general qualifications set out in section 2-221, the chief of the office of budget and fiscal policy shall have the following qualifications:
  - (1) Graduation from an accredited college or university with a baccalaureate degree and one year of graduate study in business administration, public administration, finance or a related field and experience in budget preparation, budget analysis, budget execution, financial analysis, financial management, management analysis or a related area; and
  - (2) Eight years of experience at a supervisory level in the areas specified in subsection (1) of this section.
  - (3) Any equivalent combination of the qualifications set forth in subsections (1) and (2) of this section.
- (b) The functions and duties of the office of budget and fiscal policy shall include but not be limited to: budget and management analysis, budget development and management for general government operations and enterprises, programmatic and operational analysis, support of CIP and capital projects management; economic analysis and forecasting, revenue forecasting, rate studies, exploration of new revenue sources, long-term financial planning to include multi-year budgeting, trend analysis and projection, and financial support of city-wide strategic planning; grants

management, management of HUD Grants, management of grant applications and the allocation process, management of implemented projects for compliance with grantor requirements and legal mandates, providing coordination and management support to other grants and special revenues.

### Section 2-373. The office of the treasurer.

The functions and duties of the office of the treasurer shall include but not be limited to cash management, investment of city funds, and management of banking relationships.

### Section 2-374. The municipal finance office.

The functions and duties of the municipal finance office shall include, but not be limited to: debt management, long-term financing plans, debt issuance, analysis and management of existing debt, liaison with financial advisors, bond rating agencies, and investors.

### Section 2-375. The office of revenues.

The functions and duties of the office of revenues shall include, but not be limited to: billing and collections including billing of fees, taxes, rents, etc.; managing accounts receivable, managing outside collection efforts, revenue auditing, and audits of business license fees and tax payers.

SECTION TWO: That Chapter 2, Article V, Section 2-228 be amended to add a new subsection 10 to read as follows:

(10) Administering and accounting for health, life and disability insurance plans for employees, retirees and elected officials.

SECTION THREE: That Chapter 2, Article IV, Section 2-194 be amended so as to delete in its entirety subsection 3, and to renumber subsections 4 and 5 accordingly.

<u>SECTION FOUR:</u> That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

A true copy, Khonda Waughin Johnson Municipal Clerk, CMC ADOPTED as amended by Council APPROVED by the Mayor

March 21, 2005 March 25, 2005

# FINANCE REORGANIZATION COMPARISON OF CHANGES TO THE CODE OF ORDINANCES

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(b) The chief financial officer is authorized to deputize any other employees in the department of finance as deputy marshals, revenue collectors and license inspectors.	(a) The chief financial officer shall appoint a designee in the department of finance as ex officio marshal and deputy treasurer. Subject to the approval of the mayor, the chief financial officer may provide for the periodic rotation of staff to serve in this position.	Sec. 2-321. Designation of ex officio marshal and deputy treasurer; deputizing employees as deputy marshals, revenue collectors and license inspectors.	Current Provision
(b) The chief financial officer is authorized to deputize any other employees in the department of finance as deputy marshals, revenue collectors and license inspectors.	(a) The chief financial officer shall appoint a designee in the department of finance as ex officio marshal and <i>treasurer</i> . Subject to the approval of the mayor, the chief financial officer may provide for the periodic rotation of staff to serve in this position.	Section 2-321 Designation of ex officio marshal and treasurer; deputizing employees as deputy marshals, revenue collectors and license inspectors.	Proposed Change

### Current Provision

### Proposed Change

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- €**€£**€ Office of the controller;
  - Office of budget and fiscal policy;
  - Office of the treasurer;
  - Office of municipal finance; and
- Office of revenues.

## Sec. 2-371. Office of the controller.

In addition to the general qualifications set out in Charter, appendix IV, section 3(a), the controller shall have the following qualifications:

- (1) Graduation from an accredited college or university with a baccalaureate degree in accounting or a closely related field; and
- (2) A license to engage in practice as a certified public accountant in the State of Georgia; and
- (3) At least ten years of accounting and leadership experience with employment as a corporate or division controller; a chief financial officer; a director of internal auditing; or a reasonable equivalent thereof.

Any equivalent combination of the qualifications set forth in subsections (1) through (3) of this section.

### **Section 2-371.**

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### Office of the controller

- In addition to the general qualifications set out in **section 2-221**, the controller shall have the following qualifications:
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- (2) A license to engage in practice as a certified public accountant in the State of Georgia; and

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- At least ten years of accounting and leadership experience with employment as a corporate or division controller; a chief financial officer; a director of internal auditing; or a reasonable equivalent thereof; or
- (4) Any equivalent combination of the qualifications set forth in subsections (1) through (3) of this section.
- (b) The functions and duties of the office of the controller shall include but not be limited to: Financial reporting and compliance to include financial statements reporting, coordination of external audits, coordination of department of finance responses to compliance issues, and development of financial policy and procedures; accounting services to include accounts payable, general ledger, payroll, benefits accounting, and benefits administration; grant accounting,



### **Current Provision**

## Sec. 2-372. Office of budget and fiscal policy

appendix IV, section 3(a), the chief of the office of budget and fiscal policy shall have the following qualifications: In addition to the general qualifications set out in Charter,

- analysis or a related area; execution, financial analysis, financial management, management administration, public administration, finance or a related field baccalaureate degree and one year of graduate study in business and experience in budget preparation, budget analysis, budget Graduation from an accredited college or university with a
- subsections (1) and (2) of this section. specified in subsection (1) of this section. Any equivalent combination of the qualifications set forth in (2) Eight years of experience at a supervisory level in the areas

### Proposed Change

### **Section 2-372.**

(a)

## Office of budget and fiscal policy.

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- Graduation from an accredited college or university experience in budget preparation, budget analysis, management, management analysis or a related budget execution, financial analysis, financial administration, finance or a related field and graduate study in business administration, public with a baccalaureate degree and one year of
- Ø Eight years of experience at a supervisory level in the areas specified in subsection (1) of this section.
- 3 Any equivalent combination of the qualifications set forth in subsections (1) and (2) of this section.
- strategic planning; grants management, management of HUD trend analysis and projection, and financial support of city-wide long-term financial planning to include multi-year budgeting forecasting, rate studies, exploration of new revenue sources, management; economic analysis and forecasting, revenue and operational analysis, support of CIP and capital projects general government operations and enterprises, programmatic management analysis, budget development and management for policy shall include but not be limited to: budget and Grants, management of grant applications and the allocation process, management of implemented projects for compliance (b) The functions and duties of the office of budget and fiscal

with special revenues. coordination and management support to other grants and grantor requirements and legal mandates, providing

### controller. Sec. 2-373. Functions and duties of the office of the

include but not be limited to: Financial reporting and business license fees and tax payers. outside collection efforts, revenue auditing, and audits of monies due the city (managing accounts receivable), managing collections to include billing of fees, taxes, rents, etc., receiving benefits accounting, and benefits administration; and billing and accounts payable, general ledger, grant accounting, payroll financial policy and procedures; accounting services to include finance responses to compliance issues, and development of coordination of external audits, coordination of department of compliance to The functions and duties of the office of the controller shall include financial statements reporting,

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year budgeting and trend analysis and projection, and financial support of city-wide strategic planning; debt management to capital projects management; economic analysis and forecasting programmatic and operational analysis, and support of CIP and management for general government operations and enterprises, management analysis to include budget development and policy shall include but not be limited to: Budget and revenue sources, long-term financial planning to include multito include revenue forecasting, rate studies, exploration of new The functions and duties of the office of budget and fiscal

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grant applications and the allocation process, and management requirements and legal mandates), and providing coordination of implemented projects for compliance with grantor include management of HUD Grants (including management of bond rating agencies, and investors, and grants management to management of existing debt, and liaison with financial advisors, include long-term financing plans, debt issuance, analysis and and management support to other grants and special revenues.

### Section 2-375 Reserved

Section 2-375. The office of revenues.

The functions and duties of the office of revenues shall include, but not be limited to: billing and collections including billing of fees, taxes, rents, etc.; managing accounts receivable, managing outside collection efforts, revenue auditing, and audits of business license fees and tax payers.

## Sec. 2-228. Additional duties of commissioner of department of human resources.

In addition to the duties related to the administration of the department, the commissioner of human resources shall also provide direction for:

- (1) Human resources support to all departments of city government;
- Planning, implementing and evaluating employee career development and training activities;
- (3) Planning and implementing new or revised human resources programs, policies and processes, including the establishment of a compensation philosophy;
   (4) Coordinating the activities of the Atlanta Civil Service

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- (4) Coordinating the activities of the Atlanta Civil Service

boara;

- (5) Developing, validating and managing the public safety promotional testing process;
- (6) Administering the employee relations provisions of the Atlanta Code of Ordinances;
- (7) Administering and coordinating employee assistance services and programs for employees and their families;
   (8) Providing psychological pre-employment screening for
- public safety applicants; and
  (9) Ensuring all City of Atlanta employment policies and practices provide equal opportunity for all qualified persons regardless of race, sex, sexual orientation, age creed, color national origin or disability. (Ord. No.

2002-71, Sec. 26,9-16-02)

Board;

- (5) Developing, validating and managing the public safety promotional testing process;
- (6) Administering the employee relations provisions of the Atlanta Code of Ordinances;
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- (9) Ensuring all City of Atlanta employment policies and practices provide equal opportunity for all qualified persons regardless of race, sex, sexual orientation, age creed, color national origin or disability. (Ord. No. 2002-71, Sec. 26,9-16-02)
- 0) Administering and accounting for health, life and disability insurance plans for employees, retirees and elected officials.

## Sec. 2-194. Functions and duties of the office of general services

The functions and duties of the office of general services shall include:

- (1) Providing building and grounds maintenance and repair, and building management for city hall and city hall east complexes, City Court, Municipal Court, the Atlanta Pre-Trial Detention Center, and the Birdine, Dunbar and Georgia Hill Neighborhood Centers;
- (2) Providing volume duplicating services, printing; and mail service for city departments;
- Providing physical maintenance of records for city departments;
- Providing space and construction management services;

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- (2) Providing volume duplicating services, printing; and mail service for city departments;
- Providing space and construction management services;
   and
- (4) Managing, conserving, maintaining, repairing, and

	and
5	(5) Managing, conserving, maintaining, repairing, and
	monitoring motorized vehicles, motorized equipment
	and related supplies owned and operated by the City of
	Atlanta. (Ord. No. 2002-71, Sec. 10,9-16-02)

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### Atlanta City Council

Regular Session

CONSENT I

CONSENT I PG 4-16 EXCEPT 05-R-0499 04-0-2111 ADOPT

YEAS: 13 NAYS: 0

ABSTENTIONS: 0

NOT VOTING: 1

EXCUSED: 0

ABSENT 2

Y Smith Y Archibong Y Moore Y Mitchell Y Starnes Y Fauver B Martin Y Norwood Y Young Y Shook Y Maddox Y Willis Y Winslow Y Muller B Sheperd NV Borders

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